

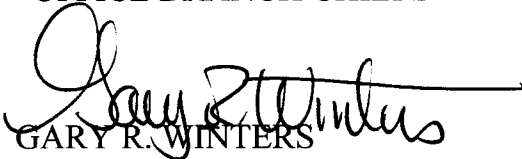
Memorandum

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To: DEPUTY DISTRICT DIRECTORS -
ENVIRONMENTAL
DISTRICT ENVIRONMENTAL
OFFICE BRANCH CHIEFS

Date: November 13, 2003

File: EMO

From: 
GARY R. WINTERS
Chief
Division of Environmental Analysis

Subject: Availability of Annotated IS/EA Format

As many of you are aware, a statewide Environmental Document Team (team) has been working to develop standard formats for joint CEQA/NEPA documents. The team's primary focus this past year has been the development of an annotated format for IS/EA documents. After months of hard work and extensive review, the team's annotated IS/EA format is now complete and posted on the SER Forms and Templates website (<http://www.dot.ca.gov/ser/forms.htm>).

The format provides section-by-section guidance to help environmental planners write IS/EAs. Where appropriate, boilerplate language has been developed that can be cut and pasted directly from the format into the environmental document.

This annotated format is to be used for all newly prepared IS/EAs for the California Department of Transportation's (Department) projects. While information in the format may be useful when preparing CEQA-only initial studies, the format is required only when preparing a joint CEQA/NEPA IS/EA. Local agencies are encouraged to use the annotated IS/EA format, as applicable, for their local assistance and local projects with Department and/or FHWA oversight. Environmental documents substantially along in the writing process or already in circulation do not need to be revised to meet the new format. However, authors are encouraged to do so if it would be reasonable.

In January 2004, the team will begin annotations on an EIR/EA format.

If you have any questions regarding this memorandum or the formats, please contact Denise O'Connor, Chief, Environmental Management Office, at (916) 653-5157.